

Starting Your Resume: Do You Need An Objective?

Students often ask how to begin their resume, and there is no one-size-fits-all answer. The space at the top of your resume, just below your contact information, is the first place employers will look, so you need to make sure if you choose to include something here that you make the most of it.

OBJECTIVES

Objective statements can work well if you use them to communicate *your unique value*, and not what YOU want to get out of a position or a generic statement anyone could say. Objective statements are useful for students who do not yet have much experience.

YES: Communicates unique value

Bilingual educator seeks elementary teaching position with the opportunity to incorporate technology into the classroom. Available to assist with web design and extracurricular activities.

NO: Communicates generic desire

An elementary teaching position with the opportunity to help children learn, grow, and reach their full potential.

QUALIFICATIONS SUMMARY

For students with a bit more experience (which could be student leadership, volunteering, internships, or paid work experiences), a **Qualifications Summary** can work well. Pull highlights from your resume to entice the employer to read on:

Qualifications Summary

- 3+ years of experience in electronics, computer technologies, and digital commerce.
- Extensive customer service background.
- Multicultural and multilingual; bilingual Spanish/English.

HEADLINE

If you really want to communicate quickly, a headline with descriptors can work well. Notice how this student included her LinkedIn URL.

Marketing ▪ New Product Development (NPD) ▪ Social Media ▪ Market Research ▪ Strategy
www.linkedin.com/in/michelledamirova

PROFILE

A profile is like a qualifications summary in paragraph form, with a headline.

IT Professional

Self-directed technical management professional with more than 10 years of experience in **network administration, UNIX systems administration, Windows NT administration**. History of commitment to bottom-line objectives and professional achievement.